



## SCANNING & MICROGRAPHICS

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# Scanning

## Before & After



In our Scanning / Data Entry Department we have the ability to scan virtually any type/size document, including:

- Slides
- Microfilm/microfiche
- Large maps

We can scan your documents in:

- Black & white
- Grayscale
- Color

We can provide you with a number of formats:

- Pdf, Tiff, Jpeg, Bmp

We also offer additional options, including:

- OCR - should you have the need for your documents to be searchable
- File naming & bookmarking

These services will help you access your records faster and easier. This will eliminate the need to go digging through old boxes, drawers, and storage rooms to find what you need. We'll process your files based on information deemed most important by you. If you'd like more information about our services, we would be more than happy to put together a sample for you and send it to you (via CD, DVD, or e-mail).





# Micrographics



Our **Micrographics** Department is set up to help you comply with state and federal permanent record storage guidelines. If you need something filmed, chances are we can film it!

Microfilm is deemed as “permanent” as it has a life expectancy of around 400 years. Paper documents and CDs / DVDs have a life expectancy of no more than 20 years. Discs simply offer greater convenience when frequently accessing archived files in-house.

Microfilm affords the benefit of greater accessibility for documents that are public record. You no longer have to go through those dusty old boxes to find that document you need. Between the microfilm and the digital images from scanning, you could have any and all of your files in a matter of seconds.

Whether you need to have old Tax Assessment record books put to film for State Archives, or you simply want to reduce the amount of storage space needed for all those old boxes and file cabinets full of dusty documents - We Can Help! Most importantly, if your physical or digital files ever get lost, damaged, or destroyed - they can easily be re-scanned from rolls of microfilm.





# Utah Correctional Industries



## Vision

Building a better community through career development.

## Mission

Utah Correctional Industries is dedicated to public safety through innovative career building, community partnerships and quality production to develop successful people.

